

FBIS 1381-88  
17 February 1988

MEMORANDUM FOR: Chief, Motor Pool Section, OL

FROM:

Chief, Administrative Staff, FBIS

25X1

SUBJECT: Reston Shuttle Schedule

REFERENCE: My memorandum FBIS 1511-87 dated 29 October 1987, same subject

1. This is to renew my request, first made in ref memorandum, for a revision of the Headquarters-Reston shuttle schedule. FBIS has numerous personnel who visit Headquarters two to three times a week for consumer contacts, meetings, language classes and other purposes, including connecting with the shuttle for State and EOB. They require shuttle runs earlier in the morning and later in the afternoon to allow them to attend scheduled meetings. As it is now, for example, they cannot attend any meeting in Headquarters scheduled for before 1000. Similarly, in the afternoon the last shuttle departs Headquarters at 1430, preventing attendance at any meeting held at that time or later.

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2. For the above reasons we request that you institute a schedule similar to the one below:

<u>Leave Hqs.</u>	<u>Arrive</u>	<u>Leave</u>	<u>Arrive Hqs.</u>
0755	0820	0830	0855
1135	1200	1210	1235
1255	1320	1330	1355
1535	1600	1610	1635

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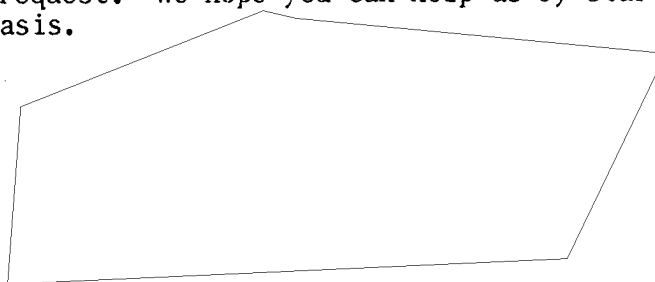
3. We recognize that you have constraints on resources, but we would hope that you could run the above schedule on a trial basis of about three months. This would demonstrate whether or not the increased number of runs will attract more riders. As we noted before, people are not using the shuttle because of its inconvenient scheduling. We have been told, however, that many individuals would gladly abandon use of their cars in favor of a shuttle whose schedule met their needs.

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4. OD&E concurs with this request. We hope you can help us by starting a four-run schedule on a trial basis.



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C/AS/FBIS/DS&T,  8 Feb 88

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